



GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST

Contract Position -maternity leave coverage
Expected Start Date: March 1, 2010
35 Hour Week

Working with the Kawartha Conservation team, this individual will be responsible for maintaining and developing GIS programming services and projects as they relate to the Authority. The provision of excellent customer and client service is critical. The Geographic Information Systems Specialist will report to the Manager, Environmental and Technical Services. This is a contract position, due to a maternity leave, to December 31, 2010 with a possibility of extension.

General Duties

- ⇒ Operate and maintain the Authority's GIS system and services
- ⇒ Input all necessary environmental information into GIS, ensuring quality control
- ⇒ Produce cartographic output for various projects and programming areas
- ⇒ Organize and implement projects as developed or assigned
- ⇒ Develop, implement and coordinate GIS programs of value to the goal of watershed management
- ⇒ Liaise and coordinate with other agencies and organizations or groups
- ⇒ Provide support in the management of existing partnerships and seek new partnerships
- ⇒ Provide leadership in searching potential funding opportunities and develop proposals for funding
- ⇒ Draft and manage departmental budget; provide input into other program/project area budgets
- ⇒ Provide input to long-range and strategic planning for watershed management programs
- ⇒ Oversee workplans of assigned staff
- ⇒ Participate as requested in the flood forecasting, planning programs, specific projects and activities of Kawartha Conservation as assigned

Qualifications

- ⇒ Completion of an accredited program in GIS
- ⇒ Completion of an accredited program in geography, environmental science or related program an asset
- ⇒ Proficient in software applications such as Arc Editor, Arc Map, Arc View, Arc Hydro, Manifold, Auto CAD Map 2010, MS Access and Adobe
- ⇒ Experience in digitizing, scanning and database design
- ⇒ Research and analysis skills; strong organizational skills
- ⇒ IT experience an asset
- ⇒ Excellent oral and written communication skills
- ⇒ Ability to work independently as well as in a team environment
- ⇒ Valid M.T.O. driver's licence with a clean driving record

Should this opportunity interest you, please electronically submit a covering letter with resume that **clearly demonstrates how you meet the above position requirements**, in one MS WORD or ADOBE PDF file format, no later than February 8, 2010 to:

Kawartha Conservation
277 Kenrei Road Lindsay ON K9V 4R1
Attention: Dave Pridham, Manager, Environmental and Technical Services
Re: Geographic Information Systems Specialist

Tel: 705.328.2271 Fax: 705.328.2286
Email: dpridham@kawarthaconservation.com Website: www.kawarthaconservation.com

Thank you for your interest in Kawartha Conservation, but only those applicants who are successful in receiving an interview will be contacted.